

Offboarding - Exiting Employee Checklist

Before the Last Day:

- Termination Date Notification – (Faculty/Staff/C1, C2) Ruth Koster (rkoster@umd.edu) and Traci Jackson (tt1jacks@umd.edu)
- Turn in Letter of Resignation – (Faculty/Staff/C1, C2) Paul Leisnham (leisnham@umd.edu), Ruth Koster (rkoster@umd.edu), and Traci Tillman Jackson (tt1jacks@umd.edu)
- Return P-Card – Traci Tillman Jackson (tt1jacks@umd.edu) and Nhu Nguyen (nnguyen8@umd.edu)
 - If a p-card holder, reallocate charges in PCMS and submit final p-card documents two weeks before your last day. – Traci Tillman Jackson (tt1jacks@umd.edu)
- Terminate Benefits – Ruth Koster (rkoster@umd.edu)
- COBRA – Contact Human Resources (301-405-5654)
- Cancel Building Key Card Access – Tina Scites (tscites@umd.edu)
- Return Keys – Tina Scites (tscites@umd.edu)
- Terminate Swipe Access – Tina Scites (tscites@umd.edu)
- Request to be removed from Listservs - Tina Scites (tscites@umd.edu) and Maria Liberati (mllib@umd.edu)
- Cancel Parking Permit – Tina Scites (tscites@umd.edu)
- Clear Network/Shared Accounts – Alex Bondar (ENSTiT@umd.edu)
- Return All Electronic Equipment – Alex Bondar (ENSTiT@umd.edu)
- Return Inventory List Equipment – Gary Seibel (gseibel@umd.edu)
- Transfer Critical Files to Applicable Individuals / Your Supervisor
- Clear Mailbox – confirm with Tina Scites (tscites@umd.edu)
- Provide Employee Forwarding Information – Ruth Koster (rkoster@umd.edu)
- Follow Environmental Safety, Sustainability & Risk Requirements for Vacating Laboratories – <https://essr.umd.edu/about/research-safety/laboratory-safety>
- Identify New Responsible Person for Any Federal Property Assigned to You – Gary Seibel (gseibel@umd.edu)
- Properly Dispose of Any Hazardous Materials Under Your Control – Gary Seibel (gseibel@umd.edu)
- Remove Profile from Faculty/Staff Webpages – Jonathan Stephanoff (stephanj@umd.edu)